



TEMPORARY FOOD FACILITY SELF-INSPECTION CHECKLIST

COMPLETE ONE CHECKLIST PER BOOTH PER EVENT POST NEXT TO YOUR VENDOR AUTHORIZATION

Event Name: _____

Vendor Name: _____ Event Dates: _____

ITEM	YES	NO	N/A
Part 1: BOOTH REQUIREMENTS			
Vendor name, city, state, and zip posted on or adjacent to booth.			
Booth construction is consistent with the layout approved by Environmental Health.			
Booth has overhead protection (pop-up canopy, roof, other).			
Booth is fully enclosed on all 4 sides (mesh screen, wood, or metal). <ul style="list-style-type: none"> • Two pass-thru windows are permitted no larger than 18"x12" each. Note: Side walls are not required when all food is prepackaged or when the operation is limited to serving foods from approved food compartments such as a lidded chafing dish, covered crock pot, or enclosed display case. In these instances, food is usually prepared ahead of time.			
Approved flooring material present: Cement, asphalt, tarp, or plywood. Note: Not required when all foods are prepackaged.			
Staffed counter outside booth serves only hot/cold non-potentially hazardous beverages and ice from lidded approved bulk dispensing units.			
Any outside BBQ, grill, fryer, etc. is adjacent to booth and separated from public access.			
Part 2: FOOD SAFETY			
Menu is consistent with food list provided to Environmental Health.			
Booth is within 200 feet of an approved toilet facility equipped with a hand washing station.			
Hand washing facility provided within the booth . Note: Not required when all foods are prepackaged and no sampling.			
Three-step utensil washing station provided within the booth . Note: Not required when all foods are prepackaged or when facility operates for no more than 4 hours with an adequate supply of spare cooking/serving utensils.			
Approved sanitizer and test strips available. (100ppm Chlorine or 200ppm Quaternary Ammonia)			
Food contact surfaces and utensils washed/rinsed/sanitized at least once every 4 hours.			
Multi-use wiping cloths kept in an approved sanitizer solution between uses.			
All foods stored in an approved location, and a minimum of 6 inches above the floor.			
Potentially hazardous foods held hot at $\geq 135^{\circ}\text{F}$ or cold at $\leq 45^{\circ}\text{F}$ and discarded at the end of the day. Cooling for next day service is not permitted.			
Transport containers adequately insulated to maintain potentially hazardous food hot $\geq 135^{\circ}\text{F}$, or cold $\leq 45^{\circ}\text{F}$.			
Probe thermometer provided to monitor food holding and final cooking temperatures.			
Frozen potentially hazardous foods properly thawed.			
Ice protected from contamination, scoop used, refrigeration ice not used for beverage service.			
Self-service condiments shall be squeeze bottles, pump dispenser, or individual packets. Communal condiment/topping containers are not permitted.			
Part 3: WASTE MANAGEMENT			
Wastewater from sinks and other equipment shall be disposed of in the sanitary sewer.			
Adequate trash and garbage disposal receptacles available in booth.			

Vendor Signature _____

Date _____